



DESIGNATED CHECK PILOT MANUAL

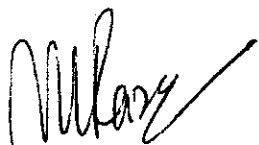
***Civil Aviation Department
Republic of Maldives***

Foreword

This manual contains the standards, policies, procedures and guidelines concerning the Designated Check Pilot (DCP) program and is published for use by both CAD Flight Operations Inspectors and Air Operator Designated Check Pilots (DCPs).

The DCP is generally a company employee, approved by the Director General of Civil Aviation. DCPs are authorized to conduct Pilot Proficiency Checks (PPC), Instrument Rating Test (IRT), Line Indoctrination and/or Line Checks on behalf of CAD while employed by the operator. When performing their duties, DCPs are first and foremost acting as delegates of the Civil Aviation Department according to Civil Aviation Regulations.

Original signed by



Mahmood Razee

DIRECTOR GENERAL OF CIVIL AVIATION

Designated check Pilot Manual

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6-3	Original	11/01/00
6-4	Original	11/01/00
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6-6	Original	11/01/00
6-7	Original	11/01/00
6-8	Original	11/01/00
6-9	Original	11/01/00
6-10	Original	11/01/00
6-11	Original	11/01/00
6-12	Original	11/01/00
6-13	Original	11/01/00
6-14	Original	11/01/00
6-15	Original	11/01/00
6-16	Original	11/01/00
6-17	Original	11/01/00
6-18	Original	11/01/00
6-19	Original	11/01/00
6-20	Original	11/01/00
6-21	Original	11/01/00
6-22	Original	11/01/00
6-23	Original	11/01/00
6-24	Original	11/01/00

Designated Check pilot Manual

List of Effective Pages

Page	Status	Date
6-25	Original	11/01/00
6-26	Original	11/01/00
6-27	Original	11/01/00
6-28	Original	11/01/00
7-1	Original	11/01/00
7-2	Original	11/01/00
7-3	Original	11/01/00
7-4	Original	11/01/00
7-5	Original	11/01/00
7-6	Original	11/01/00
7-7	Original	11/01/00
7-8	Original	11/01/00
7-9	Original	11/01/00
7-10	Original	11/01/00
7-11	Original	11/01/00
7-12	Original	11/01/00

TABLE OF CONTENTS

Chapter 1	---	General Conditions.....	1-1
1.1		Definitions.....	1-1
1.2		Delegation Policy.....	1-2
1.3		Conflict of Interest	1-3
Chapter 2	--	DCP Qualifications	2-1
2.1		DCP Nominee Qualifications	2-1
2.2		DCP Loss of Medical Category.....	2-2
2.3		Currency Requirements and DCP Refresher Training.....	2-2
Chapter 3	---	Application and DCP Approval	3-1
3.1		The Air Operator.....	3-1
3.2		CAD.....	3-1
3.3		Inspector Briefings.....	3-2
3.4		CAD Monitored Flight Checks.....	3-2
Chapter 4	---	Administration	4-1
4.1		Approving Authority	4-1
4.2		Administrative Procedures	4-1
4.3		Addition of Type Authority to Existing DCP Approval	4-1
4.4		Withdrawal of DCP Privileges	4-1
4.5		Expiration of DCP Authority	4-2
4.6		Monitoring of DCPs	4-3
4.7		Air Operator Records and Responsibilities.....	4-3
Chapter 5	---	Terms of Reference	5-1

5.1	DCPs - Limits of Authority	5-1
5.2	CAD Testing Responsibilities	5-2
5.3	Procedures for “Conducting” or “Monitoring” a check ride	5-2
5.4	600 RVR Checks.....	5-3
5.5	Category II and III Checks.....	5-3
Chapter 6	---- General Guidelines for PPCs and IRTs	6-1
6.1	Purpose	6-1
6.2	The Inspector/DCP Relationship.....	6-1
6.3	Participation.....	6-1
6.4	Documentation	6-2
6.5	Validity Period	6-2
6.6	Briefing	6-3
6.7	Flight Tests.....	6-5
6.8	Assessment Guidelines - General	6-5
6.9	Assessment Standards	6-7
6.10	Pilot Proficiency Check	6-9
6.11	Safe In-flight Checking Practices.....	6-23
6.12	Administrative Procedures Following an Unsuccessful Checkride	6-26
Chapter 7	---- PPC's/IRT's - Air Carrier	7-1
7.1	Air Carrier	7-1
7.2	Pilot Proficiency Check	7-1
7.3	Schedule I (Synthetic Flight Training Device).....	7-2
7.4	Schedule II (Aeroplane)	7-8

Appendices A-G

Appendix A	-	Nomination for DCP
Appendix B	-	DCP Approval —(Types A & B)
Appendix C	-	Pilot's Line Check Report
Appendix D	-	Schedule of Pilot Flight Checks
Appendix E	-	Check Pilot Monitoring Report
Appendix F	-	Air Operator Pilot Proficiency Check Report
Appendix G	-	Aeroplane/Synthetic Training Device PPC table

Chapter 1

General Conditions

1.1 Definitions

1.1.1 In this manual:

- a) **DCP** means Designated Check Pilot, who is an operator's employee and given delegated powers by the Authority.
- b) **AFM** means *Aircraft Flight Manual*.
- c) **Aircraft Operating Manual** means a Pilot's Operating Manual, a Pilot's Operating Handbook, a Flight Crew Operating Manual or a manual established by the Air Operator for the use and guidance of crew members in the operations of its aircraft.
- d) **ATC** means Air Traffic Control.
- e) **ATPL** means Airline Transport Pilot Licence.
- f) **CAR** means Civil Aviation Regulations.
- g) **CAD** means Civil Aviation Department.
- h) **CCR** means Cabin Crew(s).
- i) **DCP Type A** means a DCP who, as an authorized person, may conduct recurrent PPCs, IRTs and Category II and/or III approach endorsements as applicable. A Type A DCP has all of the authorities of a Type B DCP.
- j) **DCP Type B** means a DCP authorized to conduct Pilot Line Indoctrination and /or Line Checks in accordance with CARs.
- k) **DGCA** means Director General of Civil Aviation
- l) **CPL** means commercial pilot licence
- m) **Conducting** means to take an **active** role in the flight check, to be involved in pre-flight preparation, the briefing, the control and pace of the various sequences in the assessment of the nominee's performance, the debriefing, and completion of required documents.
- n) **IAP** means Instrument Approach Procedure.
- o) **Inspector** mean CAD Inspector.
- p) **MAP** means Missed Approach Point.

- q) **Monitoring** means to take a **passive** role during the check. Monitoring will be done by CAD Inspectors where the Inspector's interest will be in the manner in which the DCP conducts the test, assesses the results and processes the necessary documentation.
- r) **Nominee** means a person nominated by an Air Operator as a candidate for DCP approval by CAD.
- s) **OPI** means Office of Primary Interest.
- t) **PLPM** means *Personnel Licensing Procedures Manual*.(when published)
- u) **PPC** means Pilot Proficiency Check which is deemed to meet the requirements for an instrument rating.
- v) **IRT** means Instrument Rating Test / Check which is deemed to meet the requirement of Instrument Rating only.
- w) **SID** means Standard Instrument Departure.
- x) **SOP** means approved Standard Operating Procedures established by an Air Operator which enable the crew members to operate the aircraft within the limitations specified in the *Aircraft Flight Manual*.
- y) **STAR** means Standard Terminal Arrival.
- z) **TRAINING PILOT** means an experienced pilot. A training pilot does line indoctrination.

1.2 Delegation Policy

- 1.2.1 The DCP program has been instituted to allow an Air Operator to develop and maintain a program of flight crew checks independent of the availability of Inspectors. **DCPs must, however, be constantly aware that they perform their checking duties as delegates of the CAD** under the CARs.
- 1.2.2 The DCP program is designed to supplement inspection requirements by delegation of certain powers. The number of DCPs and their conduct of Flight Checks is closely monitored by and at the option of CAD. Any of the Flight Checks referred to in this manual may be conducted by an Inspector. An Inspector may monitor any approved DCP conducting any flight check.
- 1.2.3 Qualified personnel nominated by an Air Operator may be designated by the DGCA. The authority is not transferable between Air Operators.
- 1.2.4 Under the CARs DCPs are holders of a 'Authority' by virtue of the authority delegated to them by the Director General of Civil Aviation. This authority is in the form of an approval

document issued to the DCP authorizing DCP duties subject to the conditions listed therein.

The Director General of Civil Aviation may suspend or cancel an 'Authority' without assigning a reason.

- 1.2.5 The DCP may be authorized to conduct checks on one type of aircraft under CARs. The authority will not be issued for more than one type of aircraft.
- 1.2.6 The DCP authority to conduct checks in accordance with CARs will specify the type of Flight Check the DCP may conduct and on which aircraft type.
- 1.2.7 PPCs and IRTs shall not be conducted during revenue flights.
- 1.2.8 Type A and B DCPs are Authorized Persons.
- 1.2.9 Air Operators must inform CAD of their intentions to send potential DCPs to a DCP course. This may be done by forwarding a nomination form for each candidate (Appendix "A") or by formal letter listing course candidates who will be attending the forthcoming course. This is to verify that there is a need for a DCP in that company and that the nominee is acceptable to CAD.
- 1.2.10 An Air Operator shall advise CAD when a DCP is no longer employed by the Company or will not be required to perform DCP duties during the coming 12 months. Though the DCP is the holder of the authorization he/she requires the authority of the company to do a check ride on behalf of the Civil Aviation Department. Notice of withdrawal is only required if the authority is removed for cause.

1.3 Conflict of Interest

- 1.3.1 Conflict of Interest is defined as any relationship that might influence a DCP to act, either knowingly or unknowingly, in a manner that does not hold the safety of the travelling public as the primary and highest priority.

The following situations are considered as possible conflict of interest between the DCP and his/her delegated authority;

- a) level of DCP's financial interest in the company;
- b) DCP's direct involvement in company ownership;
- c) DCP owning a substantial number of voting shares;
- d) DCP having family ties with company owners; and,
- e) any privileges or favours which could bias the DCP's ability to conduct his or her duties.

- 1.3.2 In order to preclude this and prior to submission of a DCP Nomination, each company shall investigate each candidate's background, character and motives and declare any conflict of interest found. In addition, each candidate shall declare on their resume which accompanies their nomination form, any conflict of interest of which they have knowledge, and shall be prepared to discuss at each annual monitor thereafter any change to their status in this regard.
- 1.3.3 All DCPs are held to be in a "*perceived conflict of interest*" in that they are simultaneously employees of the company and delegates of the Civil Aviation Department when performing their checking duties. **To avoid a real conflict of interest, it is imperative that DCPs strictly adhere to the policy and guidelines contained in this manual.** Lack of adherence to the manual may result in a suspension or cancellation of a DCP's delegation.
- 1.3.4 The final authority for deciding whether there is any conflict of interest which might affect the DCP's ability to conduct checkrides in an impartial manner rests with the issuing authority.
- 1.3.5 It must be stressed that any effort by an Air Operator to influence or obstruct a DCP in any way in the course of fulfilling his or her obligations to the CAD will result in the forfeiture by the operator of the privilege of employing DCPs. The validity of any checks performed by the affected DCP will be revoked.
- 1.3.6 Should any DCP come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted to CAD for review. Furthermore, a company shall periodically review the status of each DCP to ascertain that they are not in any conflict of interest and shall record this review on the DCP's file.

Chapter 2

DCP Qualifications

2.1 DCP Nominee Qualifications

2.1.1 Generic

The Type **A** Designated Check Pilot nominee shall:

- a) **In case of single-engine operations**-- hold a valid CPL endorsed for type as Pilot-in-command which would allow the applicant to fly commercially on the same type of aircraft as requested in the application for checking privileges;
In case of multi-engine operations- hold a valid ATPL endorsed for type as Pilot-in-command which would allow the applicant to fly commercially on the same type of aircraft as requested in the application for checking privileges
- b) have accumulated a minimum of 1,000 flight hours as Pilot-in-Command
- c) have minimum of 500hrs Pilot-in-Command on type to which the applicant seeks checking authority,
- d) hold a valid instrument rating for check rides intended for IFR operations,
- e) demonstrate flying proficiency in the type to which the applicant seeks checking authority;
- f) have been employed as Pilot-in-Command in the same type of commercial operation for which checking authority is sought;
- g) i-provide documentary evidence of previous experience with a registered operator as a training captain
or
ii-demonstrate to the satisfaction of the Civil Aviation Department a satisfactory level of knowledge and ability to perform the function of training captain

Note. In the case of item g.ii, the applicant's previous experience over the last 3 years will be taken into account, including hours on type, conditions of operation (route/weather/level of difficulty of operation at aerodromes in common use/frequency of operation etc) and the level of experience of those pilots whom the applicant (for training captain rating) is to train.

- h) demonstrate satisfactory knowledge of the contents and interpretation of the following publications;
 - 1. Civil Aviation Regulations
 - 2. Air Safety Circulars

3. Designated Check Pilot Manual
4. Personnel Licensing Procedures Manual (when published) and ICAO Annex 1,

- i) demonstrate a thorough knowledge of the Air Operator's operations manual, operating specifications, SOPs and applicable aircraft flight and operating manuals;
- j) demonstrate his/her knowledge and ability to conduct on a suitable candidate a Pilot Proficiency/Instrument Renewal(s) or Line Check(s) if required as appropriate on the aircraft or simulator type on which the DCP has been nominated. The demonstration flight(s) will be monitored and assessed by a inspector or CAD appointed monitor;
- k) have a minimum of six months experience as Line Captain on the type of aircraft and have accumulated not less than 500 hours as pilot-in-command on type before DCP Line Check(s) privileges are exercised.

2.1.2 In addition, nominees seeking PPC/IRT authority must also:

- a) have successfully completed a DCP training program. Under extenuating circumstances CAD may approve checking authority without the DCP course, for a period not to exceed 3 months. Extenuating circumstances could be illness or non-availability of a DCP course.
- b) monitor at least two PPCs and be monitored on at least one PPC by an Inspector.

2.1.3 The Type B Designated Check Pilot nominee shall:

1. hold a valid ATPL with valid Instrument Rating and endorsed for type (for A/C above MTOW 12500 lbs.);
OR
hold a valid CPL and endorsed for type (for A/C below MTOW 12500 lbs.);
2. have accumulated a minimum of 1,000 hours Pilot-in-Command on aeroplanes. One half of the second in command time on aircraft or up to 500 hours, can be counted towards the 1,000 hours PIC time;
3. have a minimum of six months experience as Line Captain and have accumulated not less than 100 hours Pilot-in-Command on type.

2.2 DCP Loss of Medical Category

(when a DCP's licence is not medically valid)

Chapter 2: DCP Qualifications
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check pilot duties, in simulator only, provided the following additional conditions are met:

- a) DGCA is notified;
- b) the DCP shall complete all requirements of the air operator's approved training program for the aircraft type with the exception of line indoctrination and line checks; and

- c) semi-annually, the DCP shall monitor, from an observer's seat, four sectors representative of the operations for the aircraft type.

2.3 Currency Requirements and DCP Refresher Training

2.3.1 Currency requirements for **active** DCPs are:

- a) a DCP must have:

a valid PPC and valid Instrument rating

Note: Inspectors should refer to the Air Carrier Inspector (ACI) Manual (when published) for currency requirements for Inspectors.

- b) for all **DCPs** with PPC authority:

i) **prior to being authorized to conduct PPCs the DCP must have completed a DCP course;**

ii) attend a DCP refresher course (2.3.3) every 5 years from the date of appointment or completion of the DCP course, whichever is the later. Approving authorities may grant 90 day extensions under extenuating circumstances.

Extenuating circumstances could be illness or non-availability of an DCP course.

- c) DCPs must conduct at least 5 check rides every 12 months or their delegated authority will be revoked.

Note: At the discretion of the issuing authority and under special, documented circumstances, the annual currency requirements can be waived.

- d) DCPs must pass an annual PPC renewal conducted by an Inspector.

- e) DCPs must successfully complete an annual monitor conducted by an Inspector.

Note: To maintain the same validity date in successive years, the monitor may be completed in the last 90 days of the validity period.

2.3.2 To regain DCP status, an DCP who has not conducted 05 check rides in 12 months must re-apply as an DCP nominee in accordance with sections 2.1.1 and 3.1 of this manual.

2.3.3 DCP refresher course:

A DCP refresher course consists of the academic portion of an approved DCP course (simulator portion not required).

Chapter 3

Application and DCP Approval

3.1 The Air Operator

- 3.1.1 The Flight Operations Manager (Director of Flight Operations) shall complete and sign the nomination form in accordance with the instructions printed thereon (see Appendix "A"). A resumé of the candidate's background, qualifications and experience is required and must include previous flight check or supervisory experience. A candidate should declare on his/her application any interest in the company or other conditions that could result in a conflict of interest. Interest in a company will not automatically disqualify a candidate from receiving DCP authority. Every case will be assessed by the approving authority with consideration given to all circumstances involved.
- 3.1.2 When the Flight Operations Manager (Director of Flight Operations) is the nominee, the form must be signed by a senior company executive.
- 3.1.3 If a deviation from the qualifications and experience requirements stated in Chapter 2 is required, supporting documentation justifying the deviation must be included with the nomination form.
- 3.1.4 The completed nomination form, with required supporting documentation, shall be submitted to the Regulatory Authority.

3 CIVIL AVIATION DEPARTMENT(CAD)

- 3.2.1 The Chief, Flight Operations, upon receipt of the application, will:
- a) verify the requirement for a DCP considering:
 1. the number and variety of aircraft operated;
 2. the location of the Air Operator's bases and accessibility;
 3. the type of operation; and
 4. the number of DCPs employed by the Air Operator (where applicable).
 - b) verify the Air Operator's record of performance related to adequacy of record keeping (where applicable) for training and checking;
 - c) confirm that the nominee is acceptable in terms of experience, competency and personal suitability and meets the qualifications set out in Chapter 2 or that any deviation is justified and acceptable; and
 - d) contact the Air Operator to arrange a meeting between the nominee and an Inspector.

- 3.2.2 **The DGCA may approve a nominee not meeting all of the stated requirements. Justification is to be included with the nomination application form.**

3.3 Inspector Briefings

- 3.3.1 The Inspector will brief, examine and de-brief the candidate on the following topics:

- a) the procedures and technique associated with conducting a flight check;
- b) the technique and standards used in the assessment and evaluation of a flight;
- c) briefing and debriefing procedures and requirements;
- d) completion of the Flight Check Forms; and
- e) the contents and interpretation of pertinent publications:
 1. Civil Aviation Regulations
 2. Personnel Licensing Procedure Manual (when published);
 3. *Designated Check Pilot Manual* ;
 4. Air Operator's Operating Specifications and SOPs
 5. Air Safety Circulars.

3.4 CAD Monitored Flight Checks

- 3.4.1 The Inspector shall observe the Type A check pilot nominee demonstrate his/her ability to conduct the PPCs in the aircraft type for which approval is sought.

Note: the aircraft may be substituted by a simulator type approved for that air operator's training.

- 3.4.2 The Inspector may recommend Type B check pilot privileges based on direct observation of the nominee acting as a check pilot or knowledge of the nominee's experience and personal ability as a check pilot .
- 3.4.3 The Inspector shall recommend the check pilot authority be issued, by the DGCA to the check pilot as requested or issue a limited authority based on the nominee's demonstrated ability.
- 3.4.4 If the check pilot nominee fails to meet the qualifications and knowledge requirements or is unable to demonstrate a satisfactory level of competence, the DGCA shall inform the Air Operator affected.

Chapter 4

Administration

4.1 Approving Authority

- 4.1.1 The authority to issue, withdraw, or suspend DCP authorities rests with the DGCA.
- 4.1.2 Air Operators are to contact the CAD to obtain DCP authorization.

4.2 Administrative Procedures

- 4.2.1 Where the nominee is considered satisfactory, the Inspector shall, after a satisfactory monitor check, complete the recommendation block on the nomination form (Appendix A). The Chief, Flight Operations shall complete the second block. The Chief shall then recommend to DGCA to issue the DCP authority using the appropriate Appendix, ensuring that a copy is retained on files and a copy is forwarded to the operator.

4.3 Addition of Type Authority to Existing DCP Approval

- 4.3.1 A DCP nomination form (Appendix A) shall be submitted containing only the additional information pertaining to the additional privileges requested. The application shall be signed and submitted as for an initial DCP approval.
- 4.3.2 The Chief, Flight Operations shall determine whether the request is warranted and verify the nominee's qualifications.
- 4.3.3 Where the request is for addition of PPC/IRT authority the candidate shall demonstrate the ability to conduct PPCs.
- 4.3.4 When the nominee has met all requirements, a revised DCP approval shall be issued. The revised approval shall be annotated "This approval supersedes and cancels the approval dated (previous approval date)."

4.4 Withdrawal of DCP Privileges

- 4.4.1 DCP privileges may be withdrawn by DGCA in part or in whole without assigning any reason thereof. In these cases, the CAD will issue a notice of suspension to the DCP concerned and inform the Air Operator affected. Where there is an immediate threat to safety this privilege can be withdrawn immediately.

4.4.2 The DGCA may withdraw a DCP's authority if evidence shows that the DCP has:

- a) at any time, acted in a manner which is in contravention of the guidelines contained in this manual;
- b) placed a personal interest, or the interest of the company, ahead of the interest of the travelling public;
- c) failed to attend the required initial or refresher training;
- d) required instruction to maintain the required standards or to follow proper procedures;
- e) fraudulently used DCP authority or has acted in any other way that would discredit the CAD;
- f) breached the *Civil Aviation Regulations*;
- g) the Inspector determines during the course of a flight check, test or monitor ride, that the DCP no longer meets CAD standards. The DCP will be informed verbally, immediately upon completion of the check ride or test, or the Inspector may stop the check at the time the problems occur;
- h) exercised poor judgement in assessing candidates performance in relation to the standards.

4.4.3 When it has been alleged that any DCP has acted in a manner specified in 4.4.2, the DGCA, prior to making a final decision in the matter, shall ensure:

- a) a comprehensive report from an Inspector who has investigated the matter has been submitted for consideration; and
- b) the DCP and where applicable, the company in question have been given a formal opportunity to respond to the allegations in writing. The DCP has the right to appeal the decision to the Director General of Civil Aviation within 10 days.

4.5 Expiration of DCP Authority

4.5.1 A DCP's A privileges will cease to be in force when:

- a) the DCP's PPC on type or instrument rating has expired;
- b) the DCP's medical category invalidates his/her license (see section 2.2);
- c) five years have elapsed without a refresher DCP course being completed.

- d) the DCP has not been monitored by an Inspector within the preceding 12-month period (The DCP authority is valid to the first day of the 13th month following the month in which he/she was last monitored);
- e) the conditions of section 2.3 are not met.

Note: If the Air Operator can show that it is impractical to arrange a CAD monitor ride for the DCP prior to expiry date, an extension may be granted by the office of issue of the authority on a specific case basis. Maximum extension may not exceed 90 days from the date the CAD monitor ride was due.

4.6 Monitoring of DCPs

4.6.1 CAD shall monitor the standards of all DCPs by:

- a) conducting a PPC on each Type "A" DCP, when and if required by CAD;
- b) monitoring each Type A DCP while he/she conducts an recurrent PPC or IRT every 12 months;
- c) monitoring a Type "B" DCP while he/she conducts a line check on a line pilot when and if required by CAD.
- d) conducting a line check on a Type "B" DCP when the Air Operator has no other qualified Type "B" DCP;
- e) reviewing the Air Operator's utilization of DCPs on a regular basis;
- f) monitoring the activities of each DCP to ensure:
 - 1. his/her reports are complete, accurate and meaningful;
 - 2. his/her Flight Checks cover the required sequences;
 - 3. his/her conduct of Flight Checks is fair and in conformance with the standards and procedures described in this manual;
 - 4. he/she is acting within the limits of his/her authority;
- g) Completing the Check Pilot Monitoring Report (Appendix E), retaining of

records, and updating the Air Operator's DCP file.

4.7 Air Operator Records and Responsibilities

- 4.7.1 It is the Air Operator's responsibility to ensure a DCP's authority is valid before scheduling him/her to conduct a Flight Check. To aid in this responsibility, an Air Operator shall maintain records to show:
- a) the last date in which a DCP had his/her PPC renewed by an Inspector;
 - b) the last date when the DCP was monitored conducting a Flight Check by an Inspector and when his/her next monitored ride is due; and
 - c) a list of the Flight Checks and a copy of all line checks conducted by the DCP.
- 4.7.2 It is the Operator's responsibility to submit to the Chief, Flight Operations, a monthly schedule of proposed flight checks to be conducted by DCPs. The list should be submitted to arrive at least seven days prior to the first scheduled check. Unless another method is approved, form (Appendix "D") is to be used.
- 4.7.3 Where a DCP's PPC renewal or monitored ride becomes due, during the period covered by the monthly schedule, it should be so noted by the Air Operator on the form submitted, (Appendix "D") and an advance booking confirmed with Chief, Flight Operations.
- 4.7.4 If a delay or problem is anticipated by the Air Operator in arranging either a PPC or monitored ride on a DCP prior to the expiry date, contact should be made at once by telephone with the Chief, Flight Operations to make alternate arrangements.
- 4.7.5 The original of all company-conducted checks which are recorded on forms shall be submitted to the Chief, Flight Operations as soon as practicable after the flight check is completed.

Chapter 5

Terms of Reference

5.1 DCPs- Limits of Authority

5.1.1 Type A DCPs with the appropriate licenses may be authorized to conduct:

Authorized Persons duties and responsibilities

| Initial and Recurrent PPCs and/or IRT

Line Checks

Line Indoctrination

1200 RVR Take-Off Checks;

600 RVR Take-off Checks;

Category II and or Category III Approach Checks; and

Aircraft portion of the PPC if required.

5.1.2 Type B DCP's are authorized to conduct line checks and line indoctrination

5.1.3 A DCP may conduct a re-test of a failed PPC or IRT provided CAD is informed. A second re-test of a failed PPC/IRT shall be conducted by a CAD Inspector.

5.1.4 A DCP may conduct a semi-annual PPC or IRT on a company executive or supervisory pilot of the Air Operator who is senior to him/herself if that executive or supervisor has satisfactorily completed his/her annual PPC with an Inspector.

5.1.5 A DCP shall not conduct a semi-annual PPC or IRT on a candidate to whom he/she has given the initial or upgrade simulator or aircraft flight training,

5.1.6 A DCP may conduct both the recurrent training and recurrent checkride on the same candidate with prior approval from the issuing authority for justified reasons. In each case the written justification must also be placed on the candidates' file for each occurrence, for audit purposes. Where this occurs, the next recurrent PPC/IRT shall be given to the candidate by a different DCP, or if none is available, a CAD Inspector.

5.1.7 A DCP will not conduct a PPC on an Inspector unless specific authority has been granted by the Chief, Flight Operations.

5.2 CAD Testing Responsibilities

5.2.1 The following checks must be conducted by an Inspector:

- a) Second re-check of a failed PPC/ IRT
- b) Annual PPC renewal or biennial renewal of each Type A DCP;
- c) A Line Check on an Air Operator pilot when the Air Operator has no authorized Type "B" DCP; and
- d) Reserve

5.2.2 In addition to the check flights detailed above, that must be conducted by an Inspector, CAD reserves the right to conduct a sample of recurrent PPCs or IRT to validate an Air Operator's training program.

5.2.3 Reserved

5.3 Procedures for "Conducting" or "Monitoring" a check ride

5.3.1 An Inspector shall not be assigned to act as Pilot in Command when conducting any check rides.

5.3.2 Where a test is monitored in an aircraft or a simulator, the Inspector will:

- a) complete the DCP monitoring report (appendix E);
- b) if the monitor was for a DCP nominee, the Inspector will sign the PPC report and attach a copy of the DCP monitor form to the nomination.

5.3.3 A Second-in-Command (First Officer or Co-Pilot) who completes all the mandatory phases of the check (Appendix F) will be checked as First Officer in the section of crew status block. Before being assigned as a Pilot-in-Command, a satisfactory PPC and IRT must be conducted from the Pilot-in-Command position and the crew status block checked as Captain.

5.3.4 The Inspector and DCP simulator operator or safety pilot will meet prior to the check to establish the sequence of procedures to be demonstrated and to delineate the extent of the Inspector's input.

5.3.5 Either the Inspector or DCP may conduct pre-flight activities including the briefing of the candidates.

- 5.3.6 Upon completion of the in-flight portion of the DCP monitor, the Inspector and DCP will meet privately to reach agreement on the results of the check and the items to be covered in the debriefing. Where a disagreement exists between the evaluations of the Inspector and DCP, the Inspector's evaluation shall take precedence, and be used in the debriefing.
- 5.3.7 A PPC which has expired for more than 24 months shall be conducted by an Inspector as an initial PPC. In case of non-availability of an Inspector, the authority may be delegated to a DCP on a case to case basis.

5.4 600 RVR (Checks)

5.4.1 Initial Authorization and Check

- a) During the PPC the pilot shall be required to demonstrate one complete takeoff and one rejected takeoff at 600 RVR;
- b) Annually, thereafter, the pilot will be checked as in the above paragraph by an Inspector or a DCP;
- c) Semi-annually (every six months) the pilot shall be checked during one completed take-off at 600 RVR unless otherwise authorized by an Operations Specifications.
- d) All 600 RVR flight test exercises will be completed in flight simulators; and
- e) The pilot's check report will be annotated in 'takeoff minima' box or where PPCs are required annually, the pilot's training records must be annotated to indicate successful completion of the 600 RVR take off sequence.

5.5 Category II/III Operations (Checks)

- 5.5.1 Each Captain of an Air Operator that has been issued a Category II/III Operations Specification is required to have a Category II/III check in an approved Category II/III Simulator annually / biannually. The Pilot's check report shall be annotated in the landing minima box. If an Air Operator has been issued both CAT II and CAT III operations specifications, successive, 6 month PPC's in an approved simulator will alternate CAT II and CAT III renewal checks.
- 5.5.2 The Captain's initial check will include one Category II ILS approach during which a practical emergency is introduced. This is for the express purpose of coordination in decision making and the resultant missed approach. A category III approach is to be conducted to a landing in Category III weather minima.

- 5.5.3 For the purpose of assessment standards, a successful approach is defined as one in which, at the decision height (Category II), decision point/alert height (Category III): the captain has successfully demonstrated:
- a) his knowledge of the required weather limits, airborne and ground equipment required to conduct a CAT II/III approach;
 - b) the ability to coordinate crew activities recurrent to CAT II/III operations;
 - c) adequate monitoring of system performance throughout the approach;
 - d) sound judgement and decision making skills relative to the conduct and continuance or discontinuance of the approach; and
 - e) meet the standards outlined in Section 6.8 of this manual.

Chapter 6

GENERAL GUIDELINES FOR PPCs and IRT

6.1 Purpose

- 6.1.1 PPCs and IRT are conducted/monitored to assess the effectiveness and standard of the Air Operator's training and flight checking system and to qualify pilots for Air Operator operations in accordance with CARs.
- 6.1.2 The PPC and IRT will be conducted in accordance with the standards described in this chapter as applicable. The PPC and IRT will be documented on the PPC Report Form. (Appendix F).
- 6.1.3 A PPC and IRT is deemed to be an initial check if the validity period of the last check on type has expired by 24 months or more.

6.2 The Inspector/DCP Relationship

- 6.2.1 It is desirable to have a DCP or a training pilot assist the Inspector on a Flight Check or Simulator Check requiring an Inspector's participation; however, if a DCP is not available, the flight check will be conducted solely by the Inspector as follows:
 - a) if the aircraft is certified for single-pilot operation, the Inspector may occupy the co-pilot position except where the Air Operator has indicated in its operations manual that all flights will require a two-man crew;
 - b) where the aircraft is certified for operations with a minimum of two flight crew, the Inspector shall occupy the jump seat, the candidate will occupy either of the two pilot seats and a qualified safety pilot shall occupy the remaining pilot position; and
 - c) when the aircraft type specification requires two pilots, but is not equipped with a jumpseat, the Inspector may occupy the co-pilot position providing he/she is endorsed and current on the aircraft type, trained and competent on company operations and has written authority from the company.

6.3 Participation

- 6.3.1 When conducting a PPC or IRT in a simulator, the DCP shall not participate as a crew member and shall limit his/her activities to the operation of the simulator.
- 6.3.2 When conducting a PPC or IRT in an aircraft, the DCP may act as safety pilot and occupy either of the pilot flight positions. In these circumstances, the pre-flight briefing shall include in-flight duties assigned to the DCP. Those duties shall be kept to a minimum to ensure adequate observation of the pilot's procedures, techniques and performance.

6.3.3 DCPs shall refrain from training or demonstrating proper technique during a ride.

6.3.4 Aircraft used for the flight check shall be equipped with fully functioning dual controls and provide for a satisfactory means of verbal communication.

6.4 Documentation

6.4.1 Prior to commencing a PPC, or IRT, the DCP will examine and verify the validity of the:

Pilot Licence, and Instrument Rating (if applicable);

Medical Certificate;

Pilot's training file;

Aircraft documents.

6.4.2 A checkride will not be conducted if licensing and/or training documents are not presented, are not valid or if the company has failed to provide training for the candidate as specified in the air operator's approved training plan. Training shall be documented and certified and include a recommendation for the candidate to undergo the check ride.

6.4.3 If the check is to be conducted in a simulator that has unserviceabilities, then reference must be made to the Simulator Component Inoperative Guide to ascertain if the checkride can be completed given the nature of the unserviceabilities.

6.5 Validity Period

6.5.1 In all cases, the completion of the PPC according to the applicable schedule may revalidate the Instrument Flight Rating.

a) Subject to para c) below, the validity period of a line check and of the training referred to in the approved training programme expires at midnight on the first day of the thirteenth month following the month in which the check or training was completed.

b) Subject to paras c) below, the validity period of a pilot proficiency check expires:

1 in the manner specified in Air safety circular ops No.02.

c) The Director General may extend the validity period of a pilot proficiency check or a line check by up to 30 days where the Director General is of the opinion that aviation safety is not likely to be affected.

d) Where the validity period of a pilot proficiency check, a line check, or annual or semi-annual training has been expired for 24 months or more, the person shall requalify by meeting the training requirements specified in the Civil Aviation Regulation and Air Safety Circular Ops No.02.

- e) The instrument rating will **normally** be renewed at a date as close as possible to the end of the validity period. Renewal of the instrument rating shall be done every 13 months.
- f) Where the validity period of an instrument rating check has been expired for 5 years or more, the person shall requalify by meeting the training requirements specified in the Civil Aviation Regulation and Air Safety Circular Ops No.02.

6.6 Briefing

6.6.1 A pre-flight briefing to the candidate is mandatory, whether the check is to be conducted in a simulator or an aircraft. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the DCP.

6.6.2 The briefing for a check to be conducted in a simulator should include:

- a) the mandatory items to be demonstrated during the check;
- b) the probable duration of the ride;
- c) that the aircraft is to be flown in accordance with flight manual requirements and within acceptable tolerances;
- d) the identification and role of the Pilot-in-Command;
- e) in all cases, the candidate is expected to initiate the response to any event and carry out any required emergency procedure except where the candidate is not the designated Pilot-in-Command and the Pilot-in-Command assumes control of the aircraft;
- f) normal crew co-ordination is expected. An emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the DCP;
- g) multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures, e.g., loss of hydraulics or electrical supply due to a failed engine;
- h) for the purpose of the ride, the weather will be at or below the weather minima for the approach being carried out. The pilot must assess whether the departure weather is suitable. The DCP will not always provide 'legal' weather;

Note: The DCP will control the visual system to minima appropriate to the exercise being conducted.

- i) the candidate may be required to demonstrate any normal or emergency procedure applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:
 - 1. aircraft flight manual, aircraft operating manual or pilot operating handbook;

2. Rule of the Air and ATC procedures;
3. Air Operator's operations manual; and
4. Air Operator's SOPs.

6.6.3 The briefing for a check to be conducted in an aircraft should include:

- a) the mandatory items to be demonstrated during the check (to include weather simulated/actual, icing and clearances);
- b) the probable duration of the ride;
- c) any restrictions or limits imposed on manoeuvres conducted in the aircraft to enhance flight safety;
- d) the role of the DCP in regard to crew duties if he/she occupies a flight crew position;
- e) the identification and role of the Pilot-in-Command;
- f) a method of transferring control from one pilot to the other using the statement, "I have control;"
- g) the actions to be completed in the event of a real emergency or malfunction;
- h) in all cases, the candidate will be expected to initiate the response to any event and carry out any required emergency procedure except where the candidate is not the designated Pilot-in-Command and the Pilot-in-Command assumes control of the aircraft;
- i) simulated emergencies introduced by the DCP in an aircraft will be preceded by the word "*simulated*";
- j) for the purpose of the ride, the weather will be simulated at or below the weather minima for the approach being carried out. The pilot must assess whether the departure weather is suitable. The DCP will not always provide 'legal' weather.
- k) when an airborne Flight Check is conducted, failure on the part of the DCP to report "*Field in Sight*" at MDA or DH will require the candidate to execute a missed approach; and
- l) the candidate may be required to demonstrate any normal or emergency procedure applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:
 1. aircraft flight manual, aircraft operating manual or pilot operating handbook;
 2. Rule of the Air and ATC procedures;
 3. Air Operator's operations manual; and
 4. Air Operator's SOPs.

6.7 Flight Tests

- 6.7.1 A flight check in accordance with CARs on an aircraft without a synthetic training device must be completed in an area where the required approach aids are available. See section 6.11 for guidelines on conducting checks in the aircraft.
- 6.7.2 The following mandatory items must be successfully completed:
- two take - offs;
 - two landings, one must be asymmetrical;
 - two types of instrument approaches, one must be carried out with a simulated asymmetric engine failure;
 - a rejected take-off (as appropriate);
 - a missed approach or rejected landing followed by a simulated engine failure;
 - emergency procedures sufficient to check the candidate's knowledge of the aeroplane;
 - a circling procedure if the operator has circling limits below 1000 feet and three miles visibility; and
 - on initial PPC approaches to two different stalls:
 - steep turns 45° of bank through at least 180°, and
 - Holding.

Unless required by the operator's procedures, rejected take-offs are not normally demonstrated by co-pilots. A verbal check of his duties during this emergency condition will satisfy the requirement.

Approach to stalls will be conducted on initial PPCs only, or if the DCP deems a repeat is necessary, to establish the candidate's currency on the aeroplane.

Approach to stalls in an aeroplane will not be conducted at altitudes less than 5000 feet above ground/water or less than 1000 feet above a well defined cloud top with a horizon.

6.8 Assessment Guidelines

General

- 6.8.1 It is impossible to define all instances when a particular exercise should be rated "S", "U" or "SB". However, it is possible to examine each sequence of a check ride and test its validity against the definition for each rating. By applying this test to all exercises, standardization can be achieved in check ride assessments. Each sequence of the check ride, including any errors or mistakes, shall be evaluated with respect to the rating definitions.

Common errors and rating assessments are described by a variety of adjectives. Terms such as (un)acceptable, (un)satisfactory, timely, safe, minor, slight, brief, lack, inadequate

and excessive are used to describe the candidates' performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. Terms such as (in)complete, (in)correct, exceed and failure are more finite and may be objectively described by referring to the appropriate regulation, AFM or company procedure.

- 6.8.2 The assessment guidelines shall be used as a reference by check pilots when determining the rating to be awarded for specific flight test sequences. The guidelines are not intended to be restrictive nor to define all common errors. Check pilots must use knowledge and experience in conjunction with the rating definitions to arrive at their assessments.
- 6.8.3 In order for a checkride to receive a General Assessment of "Failed", at least one sequence must be assessed as "U". It also follows that, when any individual sequence has been assessed as "U", the PPC must receive a General Assessment of "Failed". A PPC for which all sequences have been assessed as "S" or "SB" must receive a General Assessment of "Pass", regardless of how many sequences have received "SBs".
- 6.8.4 During a PPC check ride, a flight sequence may involve duties and /or responsibilities for crew members other than the "pilot flying". Such a sequence that is rated as "unsatisfactory for the pilot flying, may, due to inappropriate action on the part of other crew members, be rated as "unsatisfactory" for the non-flying crew members also. In such a case, it is possible that an assessment of "failed" may be given to more than one crew member involved in the same flight sequence.
- 6.8.5 During a PPC, any failure of an instrument rating related flight sequence constitutes a failure of the instrument rating and the DCP shall assess the instrument rating as "failed" at the bottom of the Pilot's Check Report. Appropriate administrative action must be carried out in accordance with section 6.12 of this manual.
- 6.8.6 When a DCP decides that a pilot has failed during the course of a check, the check shall be terminated. The time remaining in the session may be used as training, provided that:
- a) the candidate is advised at the time of failure;
 - b) the DCP is a designated company training pilot on type;
 - c) upon completion of the training flight, the candidate is debriefed on the reason for failure;
 - d) the DCP completes form and submits the original to CAD and places a copy on the candidate's training file; and
 - e) the Air Operator ensures that subsequent checks on the candidate are conducted in accordance with para 5.1.3.
- 6.8.7 Instrument Rating Suspension Procedures are in section 6.12.
- 6.8.8 Instrument rating monitoring during a PPC:

The tolerances for instrument flight tests must be respected by all check pilots. Each candidate must demonstrate aircraft control to maintain:

- a) assigned headings within 10 degrees;
- b) assigned tracks and bearings within 10 degrees;
- c) altitude within 100 feet except at MDA when accurate altitude control is required;
- d) airspeed within 10 knots for holding, approach and missed approach; and
- e) not more than half scale deflection, as appropriate to the airplane type, of the course deviation indicators during instrument approaches.

These criteria assume no unusual circumstances and may require allowances for momentary variations. The exact rating definition and tolerances to be applied during a particular sequence may be modified by such things as weather, turbulence, simulated malfunction and type of approach.

As the instrument rating is valid for a period of 6 months / 12 months, the competency of each pilot to fly instrument procedures will be monitored during each PPC done during the validity period of the Instrument Rating. Should a pilot fail to demonstrate an adequate level of competency in those sequences mandatory for instrument flying competence, that pilot's Instrument Rating shall be suspended by the DCP conducting that PPC. That pilot would then have to pass a PPC prior to resuming flying duties with an air operator.

6.9 Assessment Standards

- 6.9.1 Each sequence of the check ride shall be graded according to the following assessment standards and rating definitions. The appropriate rating for each exercise must be recorded on the applicable form and any sequence graded "SB" or "U" requires a narrative in the comments section of the form.

The inter-relationship of flight crew coordination and airplane systems as it relates to automation, may cause errors made during the completion of one exercise to affect the ratings of several sequences.

Ratings

- 6.9.2 Satisfactory (S)

A sequence shall be rated *Satisfactory* if:

- a) it contains minor errors only;
- b) airspeed and altitude control are acceptable for prevailing conditions; and
- c) airplane handling and knowledge are acceptable and safe considering the experience of the candidate.

- 6.9.3 Satisfactory with Briefing (SB)

A sequence shall be rated satisfactory with briefing when:

- a) airplane handling and knowledge are safe but of a lower standard than would be expected and any deficiency can be corrected during debriefing;
- b) the candidate had a brief excursion from published tolerances but initiated corrective action;
- c) a sequence deviates from standard procedures or practices but does not create a more hazardous situation and is repeated satisfactorily or clarified by the candidate during debriefing;
- d) there is a deviation from standard procedures or practices which the candidate acknowledged without prompting, that does not create a more hazardous condition and from which the candidate can recover unassisted; or
- e) the candidate experienced some difficulty or required slight prompting from the other crew member to satisfactorily accomplish a task.

Although not required, provided it is not listed as a fail item, a procedure or sequence that would normally rate an "SB", may be repeated at the discretion of the check pilot. Check pilots shall refrain from teaching or briefing the candidate on the correct completion of the exercise.

6.9.4 Unsatisfactory (U)

If a sequence cannot be rated *Satisfactory* or *Satisfactory with Briefing* according to the preceding guidelines, it shall be rated *Unsatisfactory*.

A sequence shall also be rated *Unsatisfactory* if:

- a) it endangers the airplane, passengers or crew;
- b) it results in a crash;
- c) multiple errors are made in the completion of any one exercise;
- d) it violates an ATC clearance or altitude;
- e) the aim of the exercise is complete but there is a major deviation from standard procedures or practices or the safety of the airplane was jeopardized;
- f) the candidate required continual prompting or help from the other crew member to complete a task;
- g) it exceeds airplane limitations; or
- h) the candidate demonstrates unsatisfactory knowledge of airplane systems, equipment, or procedures.

6.10 Pilot Proficiency Check

General

To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal and abnormal procedures, check pilots must closely observe the performance of each crew. To evaluate specific items, the aeroplane proficiency check shall be conducted in a manner that enables the pilots to demonstrate knowledge and skill with respect to such things as pilot decision making, crew coordination, airplane automation, FMS programming, auto-flight systems and flight mode awareness.

The following describes the exercises to be completed during a PPC, as appropriate to the airplane type, and lists some common errors that may be observed. Check pilots must make reference to the applicable schedule to ensure all required sequences are covered in the check ride scenario.

Pre-Flight Phase

6.10.1 Flight Planning

The crew must demonstrate adequate knowledge of the company's SOPs and AFM, including runway performance charts, to effectively plan a flight.

Some common errors that may affect the assessment are:

- a) lack of proper charts and manuals;
- b) inadequate knowledge of, or proficiency in, the interpretation of performance charts; or
- c) failure to check fuel load adequate for the intended flight.

6.10.2 Equipment Examination

The crew must provide proof of successful completion of an equipment examination taken in conjunction with initial or recurrent training. In exceptional circumstances and if the candidate agrees an oral examination may be administered by the check pilot.

Flight Phase

6.10.3 Taxiing and Flight Preparation

Flight preparation and taxiing are completed as a crew exercise and need only be demonstrated once when the captain and first officer perform the duties of their assigned seat position.

Inspection of the airplane, required de-icing procedures and airplane documents must be in accordance with the AOM or AFM and the air operator's procedures manual. The approved check list must be followed. No item shall be missed or processed out of sequence. The Pilot-in-Command must ensure adequate ramp safety for start, push back/power back, and taxi. The airplane radios and instruments shall be checked and set up in accordance with prevailing departure procedures and weather. Any airplane system

required due to weather, navigational requirements or crew composition shall be checked and set for take-off, i.e., weather radar, de-icing equipment, heaters, on board navigation equipment, auto-pilot, auto-throttles, FMS, etc.

Crews will refrain from any activity that would compromise lookout on the ramp or taxiway, and control audio inputs from outside and within the airplane to ensure compliance with ATC direction or clearance, i.e., judicious use of company frequencies, cockpit chatter, etc.

Assessment must be based on the crew's ability to safely inspect and prepare the airplane for flight. All checks and procedures must be carried out according to the AOM and company SOPs.

6.10.4 Engine Checks

Engine checks shall be conducted by each crew according to the AFM and company SOPs as appropriate to the airplane type.

6.10.5 Take-Off

Each pilot must perform the take-off exercises detailed in the appropriate Schedule I. A complete take-off briefing need only be completed once by each crew. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.

The DCP must ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift-off. The airplane should be rotated smoothly to the correct pitch angle, with a satisfactory rate of climb and required airspeed attained in a reasonable time. Engine handling must be smooth and positive and the correct power setting used and monitored.

Some common errors that may be observed and affect the assessment of the sequence are:

- a) checks not complete, or out of sequence;
- b) use of incorrect speeds or power settings;
- c) incorrect take-off technique;
- d) mishandling of throttles or thrust levers;
- e) loss of directional control, or using incorrect control input to correct adverse yaw during the take-off roll;
- f) exceeding engine or airframe limitations;
- g) rotation before, or lift-off at an airspeed less than, VMCA or VR; or
- h) an incorrect or incomplete check resulting in a vital item being missed.

6.10.6 Rejected Take-Off (Where It Can be Safely Demonstrated)

A rejected take-off shall be completed by each crew, as appropriate to the airplane type, during which the captain and first officer perform the applicable duties of their assigned seat position.

After the take-off roll has begun and the airplane has attained not more than 50% of lift-off speed, a simulated system failure or condition should be introduced which requires a rejected take-off. This airspeed restriction applies only to PPCs conducted in an airplane.

Some common errors that may be observed and affect the assessment of the sequence are:

- a) failure to alert crew with the appropriate call, if applicable, e.g., “*Rejecting Take-Off*”;
- b) failure to maximize use of brakes and/or improper handling of stopping devices;
- c) failure to alert ATC to emergency, and request assistance;
- d) failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);
- e) failure to complete emergency checks and/or power plant(s) shutdown if required;
- f) failure to recognize the need to initiate a rejected take-off prior to V_1 ;
- g) failure to maintain control of the airplane or stop within the confines of the runway; or
- h) endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

Instrument Procedures

6.10.7 Area Departure, Enroute Arrival

Each pilot shall demonstrate departure, enroute and arrival maneuvers.

The DCP must ensure that the candidate adheres to any clearance, whether actual or simulated, and that the candidate understands and follows the guidelines in SIDs, STARs and published transitions, as well as noise abatement procedures. Each pilot must demonstrate proper use of navigational equipment including the FMS.

Some common errors that may be observed and affect the rating of the sequences are:

- a) not familiar with, or failure to follow, a SID, STAR or transition;
- b) failure to adhere to noise abatement procedures;
- c) incorrect selection of radio aids or failure to properly identify facilities;

- d) altitude, heading or airspeed allowed to deviate due to pre-occupation or poor cockpit management of workload;
- e) an attempt made to follow a procedure that would violate an ATC clearance or endanger the airplane;
- f) departure or arrival not correctly programmed or failure to monitor the flight guidance modes;
- g) inability to program and fly an altitude crossing restriction or lateral offset;
- h) failure to select and display FMS pages according to company SOPs; or
- i) inability to correctly program the FMS for a change of destination or to activate the alternate flight plan.

6.10.8 Holding

Each pilot shall conduct a holding procedure consisting of entry, the hold and exit as appropriate to the aeroplane type and company SOPs. For FMS equipped aircraft, each pilot must demonstrate the ability to program a hold and clear it but at the discretion of the check pilot, only one hold is required to be flown. Flying the hold for the second crew member is not required.

The DCP must ensure that the method of entry is in accordance with the published procedure and ATC clearance. Speed, control and timing shall be in accordance with established procedures.

Some common errors that may affect the assessment of the sequence are:

- a) failure to obtain a current altimeter setting and to set and cross check the altimeters according to company SOPs;
- b) failure to obtain an expected approach time (EAT);
- c) failure to adjust power settings according to the company SOPs;
- d) poor tracking or incorrect allowance for wind;
- e) failure to establish a holding pattern using published procedures;
- f) failure to fly the holding pattern as prescribed;
- g) allowing the airplane to exceed an assigned airspeed or altitude limitation;
- h) violating the ATC clearance;
- i) inability to correctly program and execute the hold procedure with the FMS;
- j) unable to effectively clear the hold from the FMS or to depart the holding pattern; or

- k) failure to select the correct auto-flight modes for lateral navigation and airspeed control.

6.10.9 Instrument Approaches

Each pilot must complete the requisite number and type of instrument approaches as detailed in the appropriate schedule of the CARs. Each crew must conduct a managed and non-managed (or VNAV) approach if applicable to the airplane type. One approach must be made with a simulated engine failure.

Each crew must demonstrate one Category II or Category III approach, where these procedures are authorized in an air operator certificate.

DCPs will pay particular attention to the briefing, when operating in a multiple crew environment, to ensure it is in accordance with the Air Operator's SOPs or covers a review of the:

- a) type of approach to be conducted;
- b) missed approach procedure; and
- c) landing configuration.
- d) Altimeters shall be set to the current local altimeter setting. If a remote altimeter setting is to be used, due allowance for error in the form of a correction factor shall be applied to the various published altitudes.
- e) Assess the candidate's ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to company SOPs.

Some errors common to **all Instrument Approaches** that may affect the rating of the exercise are:

- a) not familiar with published transitions;
- b) not using the correct radials or tracks;
- c) incorrect selection of radio aids or failure to properly identify facilities;
- d) descent below procedure turn altitude too early or too late;
- e) no altimeter correction for cold weather temperatures;
- f) unable to properly program the FMS for the type of approach;
- g) not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;
- h) not monitoring raw data for the approach;
- i) failure to conduct a nav accuracy check if required;

- j) failure to respect step down fixes;
- k) improper ND mode selected for type of approach;
- l) slow to make corrections or change modes when tracking is outside tolerances;
- m) not monitoring all required approach aids;
- n) loss of separation with other airplane due to incorrect interpretation or failure to follow a clearance or published approach procedure;
- o) crew duties, including monitoring and verbal call-outs, not in accordance with company SOPs;
- p) commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;
- q) airplane not in a position to land due to lateral or vertical misalignment or too high an airspeed at DH, MDA or on turning final from a circling procedure;
- r) failure to initiate a go-around in accordance with the published airplane and company procedures;
- s) configuring the airplane inappropriately for the phase of flight; or
- t) maneuvering the airplane inappropriately for the phase of flight.

Some common errors on **Non-Precision Approaches** that may be observed and affect the rating of the exercise are:

- a) failure to establish a drift angle on the inbound track;
- b) arriving over the FAF on final too high and/or fast;
- c) reaching MDA too late;
- d) failure to establish the correct MAP;
- e) inability to program and fly a managed or VNAV approach as appropriate to the airplane type; or
- f) airplane incorrectly configured at FAF.

Some common errors on **Precision Approaches** that may be observed and affect the assessment of the sequence are:

- a) slow to react to ATC instructions or to instrument deviations, resulting in poor tracking of the localizer or glide slope;
- b) airplane not stabilized and at the correct airspeed on the final approach and upon reaching DH;
- c) failure to monitor airplane and ground equipment required for the approach; or
- d) using incorrect company procedures for the conduct of Category I, II or III approaches.

6.10.10 Circling Approaches

A circling approach will not be conducted in weather conditions less than the minimum published in Aeronautical Information Publication (AIP). If the candidate should lose sight of the intended runway of landing, he/she shall commence a missed approach in accordance with published procedures.

Some common errors that may affect the assessment of this sequence are:

- a) no briefing on the type of circling approach to be used;
- b) not designating which pilot will fly the circling approach;
- c) failure to monitor and inform the pilot flying of deviations in airspeed or altitude;
- d) exceeding 30° of bank or poor final alignment with the runway;
- e) gross upward deviations in altitude or circling below circling altitude; or
- f) not maintaining correct airspeed or failure to align airplane with runway to effect a safe landing.

6.10.11 Landings and Missed Approaches

Each pilot must complete the landing exercises detailed in the appropriate Schedule I.

6.10.12 Missed Approach or Rejected Landing

A missed approach may be carried out at any time from intercepting final approach to touch down on the runway. The published missed approach profile must be followed except where it is modified by ATC. Rejected landings may be carried out at any time after the instrument portion of the approach is complete, the runway is in sight and the airplane is configured and has started its final descent to landing.

Some common errors that may affect the assessment of this sequence are:

- a) not utilizing power and attitude to achieve a satisfactory climb profile;
- b) not following the published profile or ATC clearance;
- c) maneuvering the airplane inappropriately for the phase of flight;

- d) failure to ensure that required checks are completed;
- e) improper programming of FMS;
- f) not establishing or monitoring the missed approach guidance mode;
- g) missed approach altitude not set for auto flight system; or
- h) delayed or forgotten airplane checks.

6.10.13 Landings

Landings and approaches to landings must be conducted according to the AOM and company procedures. The actual landing and roll-out must be assessed by the check pilot.

Some common errors that may affect the assessment of this sequence are:

- a) initiating the flare too early or too late;
- b) excessive body angle or roll on touch down;
- c) late or incorrect derotation rate;
- d) over controlling on short final;
- e) maneuvering the airplane inappropriately for the phase of flight;
- f) poor or no cross wind correction;
- g) improper use, or selection, of auto-brake;
- h) attempted landing without completing required checks; or
- i) failure to track the runway on roll-out.

Maneuvers

6.10.14 Steep Turns

If required, the candidate's ability to maintain bank angle, altitude and airspeed should be checked in one or more 45° bank turns through at least 180°. He/she should be allowed to stabilize the airplane at the required altitude and airspeed before starting the turn(s).

Some common errors that may be observed and affect the assessment of the sequence are;

- a) failure to maintain bank angle;
- b) failure to maintain airspeed; or
- c) failure to maintain altitude.

6.10.15 Approach to the Stall/Stall Procedures

If required, approach to the stall/stall procedures are carried out on PPCs to ensure the candidate is familiar with the stall warning devices and airframe response to the onset of the stall condition. Care must be exercised to ensure that limitations imposed by the AFM are not exceeded in the event an approach to the stall is made with warning devices deactivated (if authorized in the flight manual). The exercise may be carried out with the airplane in either the take-off, clean or landing configuration.

Some common errors that may affect the assessment of the exercise are:

- a) incorrect application of power;
- b) allowing the nose to come up prior to safety speed being attained during recovery resulting in secondary stall or stall warning;
- c) not recovering lost altitude when safety speed attained;
- d) a significant altitude loss; or
- e) incorrect recovery procedure or airplane configuration.

6.10.16 Normal Procedures

When assessing normal procedures, the check pilot must ensure the crew demonstrates adequate knowledge of the company SOPs and airplane systems to confirm their ability to properly use installed equipment. In addition, airplane operation must be assessed with specific reference to those items requiring crew coordination and discipline.

The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment including FMS, auto-pilot and hand flown maneuvers as appropriate.

6.10.17 Automation and Technology

Electronic flight instruments, navigation instruments, automated flight management and guidance systems and electronic airplane monitoring systems represent a significant level of automation in cockpit design. As a result of these features, training and checking programs must address each element of automation represented in the applicable airplane. The complete integration and relationship of these systems to airplane operation must also be addressed and assessed by the check pilot.

The crew's management of automation and its effect on situational awareness must be observed during proficiency checks. Situational awareness is defined for the purpose of check ride assessment as "the crew's knowledge and understanding of the present and future status of the airplane and its systems." Flight path, terrain, system status, airplane configuration and energy awareness are all important aspects of situation awareness required for the operation of modern airplane.

All modern passenger airplane have different levels of automation. Each pilot shall be assessed on their knowledge and ability to effectively use and interpret the airplane checklist and alerting equipment, flight management and navigation equipment, auto flight system and the flight mode annunciation. An assessment must be recorded on the pilot check report form. The following subheadings should be used as a guide when assessing the crew's knowledge of airplane automation; however, different combinations of automation in some airplane types may require a type-specific narrative to substantiate the rating assessment.

Airplane Checklist and Alerting System

Airplane manufacturers have developed different levels of automation for crew alerting devices. Candidates must demonstrate a satisfactory knowledge of airplane checklist and alerting systems appropriate to the airplane type. Effective use of the checklist and/or ECAM/EICAS can be confirmed by each crew member's adherence to company SOPs, and by their demonstration of knowledge, ability and discipline during normal and abnormal procedures.

Each pilot shall demonstrate procedures of sufficient complexity and detail to confirm adequate knowledge, ability and discipline to effectively use the checklist or ECAM/EICAS system as appropriate to the airplane type.

Some common errors that may affect the assessment of this sequence are:

- a) not maintaining proper crew coordination and discipline while completing a checklist or procedure;
- b) clearing ECAM before confirmation by the PF;
- c) failure to review the airplane status;
- d) improper division of duties during ECAM/EICAS procedures;
- e) inadequate knowledge of airplane systems to allow proper completion of procedures;
- f) inadequate knowledge of QRH and/or ECAM/EICAS procedures or content;
- g) failure to clear hard tuned ECAM pages thereby restricting auto-tuned pages;
- h) not informing PF when ECAM/EICAS or checklist procedure is complete; or
- i) failure to correctly prioritize procedures and checklists.

FMS Programming

Each crew member shall demonstrate satisfactory knowledge of FMS procedures. Check pilots must ensure crew familiarity with the operation of flight management and guidance systems in all phases of flight as appropriate to the airplane type.

Sufficient procedures, appropriate to the airplane type, must be demonstrated by each crew to confirm adequate knowledge, ability and discipline in the use of the FMS

system. On initial proficiency checks each pilot shall demonstrate FMS programming for departure, enroute, arrival, approach, alternate, change of destination and holding procedures. In addition, each crew shall demonstrate programming for lateral offset and altitude crossing restriction maneuvers. During recurrent proficiency checks, crews must demonstrate satisfactory knowledge of sufficient FMS procedures to complete the check ride scenario.

Some common errors that may be observed and affect the rating of the sequence are:

- a) not familiar with company SOPs regarding the use of the FMS;
- b) multiple programming errors;
- c) excessive time required to program the intended flight;
- d) incorrect or incomplete data entries;
- e) unable to program a procedure or sequence due to lack of knowledge of the FMS;
- f) unable to recover a portion of the flight plan if inadvertently erased;
- g) failure to recognize and take corrective action when programmed FMS navigation is not satisfactory or not in accordance with clearance;
- h) one crew member requires prompting or help from the other crew member in order to program FMS; or
- i) not checking accuracy of entered data.

Auto Flight Systems/Flight Mode Awareness

For all highly automated airplane, given the sometimes subtle mode changes that can occur with regard to flight path management and the auto-throttle system, disciplined monitoring and crew coordination associated with flight mode indications is essential to safe operations. Reference to the flight mode annunciation as well as a thorough understanding of all status, armed and engagement indications is essential to the successful operation of the auto-flight system.

Check pilots shall ensure flight crews have a sound knowledge of mode awareness and mode transitions as they occur, regardless of whether initiated by the flight crew or by a system response to design logic. Crews must satisfactorily demonstrate an understanding of the means to transition from or between various levels of automation to manual control and back to automation. They must also demonstrate a clear understanding of the conditions or situations in which it is appropriate to do so.

Some common errors that may affect the assessment of this sequence are:

- a) failure to enunciate or recognize mode changes according to the company SOP;
- b) failure to understand the effect or meaning of mode changes;

- c) failure to take manual control or select a different auto-flight mode when required;
- d) not making use of appropriate auto-flight systems when workload is high;
- e) incorrect auto-flight mode engaged or failure to correctly transition between modes;
- f) loss of situational awareness due to unnoticed direct or indirect auto-flight mode changes;
- g) failure of PNF to cross check mode changes; or
- h) unaware of mode changes initiated by system logic.

6.10.18 Pilot Not Flying Duties

Automation in airplane design requires strict adherence to procedures associated with each crew position. To check the proper division of duties between the PF and the PNF requires observation during normal and abnormal procedures. Check pilots must ensure satisfactory compliance with PNF duties as detailed in the AOM and company SOPs.

Normally an error in PNF duties will be observed during such things as FMS programming, checklist procedures or general cockpit duties specified in company SOPs. Check pilots must rate PNF duties on the applicable form. If the sequence is rated "S/B" or "U", a narrative identifying the specific area(s) of concern must be included.

Each pilot shall demonstrate PNF duties sufficient to determine compliance with, and knowledge of, airplane procedures and company SOPs. This shall include normal and abnormal procedures while operating as PNF in the seat normally occupied by the crew member.

Some common errors that may affect the rating of this sequence are:

- a) not familiar with PNF duties;
- b) PNF required excessive help from PF to accomplish tasks;
- c) completing duties assigned to the PF without direction;
- d) not maintaining crew discipline during abnormal procedures;
- e) not familiar with procedures contained in QRH or paper checklists;
- f) incorrect FMS programming; or
- g) completing a procedure or checklist in such a way that the airplane is left in a degraded state or the effect of the required procedure is negated.

6.10.19 Crew Coordination

An assessment of crew coordination is required for proficiency checks on airplane with two or more crew members. The actions of the individual should contribute to the overall effectiveness of the crew during normal, abnormal, and emergency situations. Crew coordination and cockpit resource management in each required sequence, while

observed individually, have an interrelationship in the overall operation of the airplane and require consolidation in one rating.

Each crew must demonstrate effective crew coordination. Procedures utilized by the crew members shall be in accordance with company Standard Operating Procedures.

Some common errors that may affect the rating of this sequence are:

- a) failure to complete duties as described in the company SOPs;
- b) completing duties of other crew members;
- c) failure to heed warnings of other crew members;
- d) loss of situational awareness due to ineffective crew coordination or communication;
- e) failure to alert other crew members to potentially hazardous situations;
- f) failure to effectively share workload with other crew members;
- g) inability to maintain cockpit discipline;
- h) overall crew lack of awareness of, or attention to, flight mode annunciation; or
- i) tendency to deviate from SOPs when workload increases.

6.10.20 Pilot Decision Making

Decision making capability for all crew members shall be assessed during proficiency checks. This must include command capability as well as normal cockpit decisions required during a flight. Each pilot shall demonstrate the ability to make timely and effective decisions and to delegate tasks to other crew members.

Some common errors that may affect the rating of this sequence are:

- a) failure to make decisions in a timely and effective manner;
- b) poor decision making due to inadequate knowledge;
- c) not utilizing all available crew and company resources;
- d) failure to consider all available information;
- e) failure to initiate normal, abnormal or emergency procedures;
- f) failure to provide leadership as required by the cockpit position and company SOPs;
- or
- g) failure to heed warnings of other crew members.

6.10.21 System Malfunctions

The candidate must demonstrate adequate knowledge to diagnose malfunctions of airplane components or systems in a reasonable time and to take corrective action on those critical emergencies designated as memory checks in the AFM without reference to a check list or manual. The candidate must be familiar with alternate components, systems, procedures and any restrictions to continued flight predicated on their use and must develop a course of action that makes allowance for any further degradation in the airplane airworthiness status. Proper knowledge and discipline in the use of the ECAM/EICAS systems must be demonstrated by both crew members.

Abnormal procedures should be of sufficient complexity to allow each crew member to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the airplane type. Normally a minimum of two different systems malfunctions for each pilot is required to adequately demonstrate knowledge and ability. One of the required engine failures may be included as one of the required systems malfunctions.

Multiple, unrelated failures that have a cumulative effect on the operation of the airplane must not be planned as part of the ride scenario. For example, a configuration problem combined with a power plant failure have a cumulative effect requiring excessive work during the final approach and should not be simulated. Conversely, an emergency descent followed by a configuration problem or engine failure does not have a cumulative effect on workload during a single phase of flight and may be planned.

Any unrelated malfunctions that are a result of crew actions shall not be corrected by the check pilot.

Some common errors that may affect the assessment of this sequence are:

- a) inability to identify a malfunction or incorrect diagnosis of the malfunction;
- b) inadequate knowledge of the procedures required to deal with an emergency, or failure to carry out vital actions in an acceptable time period;
- c) loss of situational awareness during the completion of required checklists or procedures;
- d) failure to correctly carry out secondary actions to determine limitations imposed by the emergency on the remaining systems;
- e) checks/procedures not in accordance with the *AFM* and *SOP* manual;
- f) failure to carry out a vital action thereby jeopardizing the safety of the airplane;
- g) exceeding airplane or engine limitations; or
- h) improper ECAM/EICAS crew discipline.

6.11 Safe In-Flight Checking Practices

6.11.1 Checking Philosophy

- a) No list of “Do's” or “Don'ts” can cater to all the situations that may occur during in-flight tests or checks. CAD therefore relies on the ability of its DCPs to fully assess the consequences of their actions and demands. Flight safety shall always take top priority.
- b) One of the purposes of any in-flight test or check is to enable a candidate to demonstrate his/her ability to operate a given aircraft in accordance with prescribed standards, limitations and procedures. There is no need whatsoever to place a flight crew member in a position in which he/she may have to call upon superior knowledge and skills to ensure successful recovery.
- c) The practices described in the succeeding paragraphs form part of CAD philosophy towards safe in-flight checking. DCPs are required to abide by these practices. Air carriers may have in-flight checking practices that are more restrictive than those described below. DCPs shall in such cases adhere to the most limiting practice.

6.11.2 General

- a) Make every effort to make candidates feel at ease. Be realistic in your demands and simulations.
- b) Always give candidates a thorough briefing before flight. Such briefings shall be conducted using the guidelines given in section 6.6 of the *Designated Check Pilot Manual*. Particular emphasis must be placed on ensuring that all participants have a clear understanding of:
 1. the purpose and scope of the test or check;
 2. the outline of the proposed sequence of events;
 3. any aircraft or operational restrictions imposed to enhance safety;
 4. their respective role, including that of the DCP, and what is expected from them; and
 5. who the designated pilot-in-command is.
- c) Considering the aircraft involved, determine the weather conditions (visual vs. instrument meteorological conditions (VMC vs. IMC), thunderstorms, wind, etc.) outside of which the test or check should not take place or continue.
- d) Verify aircraft dual control availability, including brakes (several aircraft types have brake pedals on the left side only), to prevent any last split second surprise, and discuss the effects of any unusual features on the conduct of the test or check.

- e) Ensure radio communications between candidates and ATS can be monitored (serviceable and functioning headset assembly or cockpit/cabin loudspeaker).
- f) Maintain good lookout during the flight.
- g) Discuss action to be taken by flight crew members before any leave their station (e.g., seat change, short duration absences, etc).

6.11.3 Safe In-flight Checking Practices - Operational

a) Aircraft Systems

- 1. Never change the position of any system control without the Pilot-in-Command's consent, except for simulating failures, and then only following proper, prior warning to the flight crew members.

b) Approach to Stall

- 1. Required on initial PPC only;
- 2. To be performed in the appropriate simulator in lieu of aircraft whenever available; and
- 3. When demonstration in the aircraft is required, the practices given below must be adhered to:
 - i) ensure recovery is initiated on first symptoms of a stall,
 - ii) do not initiate below the minimum altitude recommended in the Aircraft Flight Manual (AFM) or Aircraft Operating Manual (AOM), and in no case below 5,000 feet AGL;
 - iii) in clouds;
 - iv) on top of clouds unless a well defined horizon is available; or
 - v) below 2,000 feet above the top of well defined clouds.

c) Balked Landing (All Engines Operating)

- 1. Do not initiate below:
 - i) 50 feet AGL; and
 - ii) indicated airspeed (IAS) normally used for flap setting selected during final approach.

d) Circuit Breakers

- 1. Never pull any circuit breaker to simulate equipment failure.

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- e) Dutch Roll
 - 1. To be performed in appropriate simulator only.
 - f) Emergency/Rapid Descent
 - 1. All Aeroplanes (Simulator not available)
 - i) To be performed in appropriate simulator when available.
 - 2. Airline Operators (Simulator not available)
 - i) To be completed at 10,000 feet AMSL, or 2,000 feet above lowest useable minimum enroute altitude (MEA), whichever is higher.
 - g) Engine Failure(s) on Take-Off (Before Decision Speed)
 - 1. Both for safety and maximum training value, rejected take-offs should be conducted in the simulator for the type, when available; and
 - 2. If a simulator is not available, then a thorough briefing of what the actions of the PF and PNF in the event of a RTO is sufficient. RTO's will not be conducted in the actual aeroplane. The candidate should be briefed prior to the checkride to anticipate the possibility of a rejected takeoff. The DCP must be vigilant to ensure that the candidate does not strike the tail during the manoeuvre, due to an excessive nose high attitude during the flare and touchdown sequence.
 - h) Engine Failure on Take-Off (After Decision Speed) - Aeroplanes
 - 1. No engine failure simulation should be initiated unless the conditions given below are met.
 - a) Not below 400 feet AGL.
 - b) Not below minimum control speed with critical engine inoperative (VMCA) plus 20 (KIAS), or take-off safety speed (V2) plus 10 KIAS, as applicable.
 - i) Engine-Out Missed Approach
(Do not confuse with "Balked Landing - All Engines Operating")
 - 1. Should not to be initiated unless the conditions specified below are met.
 - a) Not below 50 feet AGL.
 - b) Not below IAS normally used for flap setting selected during final approach.

- j) Flapless Approach
 - 1. To be cancelled at a minimum of 50 feet AGL and followed by a missed approach where flapless approach IAS exceeds normal landing flap approach IAS by more than 20 KIAS.
- k) Flight Controls - Manual Reversion
 - 1. To be performed in appropriate simulator only.
- l) Rejected Take-off
 - 1. To be performed in the appropriate simulator whenever available.
- m) Runaway Trim/Jammed Stabilizer
 - 1. To be performed in the appropriate simulator only.
- n) Stop and Go
 - 1. Not allowed. Must use full available runway length.
- o) Touch and Go
 - 1. Must meet critical field length or balanced field length requirements, as applicable.

6.12 Administrative Procedures - following an unsuccessful checkride

- 6.12.1 Administrative procedures include action to be taken when acceptable standards have not been met by a Company pilot. Such actions shall include:
- a) notifying the Chief Pilot and/or Flight Operations Manager of failed items and recommendations as to corrective action;
 - b) ensuring that grades and evaluation of the failed check are recorded in the individual's training and check records. A PPC report shall be completed for each flight check, including any terminated during pre-flight preparation, or before all air exercises are completed, and ;
 - c) immediately notifying DGCA that the pilot has not met the standards for a PPC or instrument rating. A DCP may conduct a re-test of a failed PPC or IRT. A second re-test of a failed PPC or IRT must be conducted by an Inspector.
 - d) suspension of an instrument rating when the pilot fails to demonstrate an adequate level of competency in those sequences which form the Standards for the instrument rating. The DCP will immediately notify the Chief, Flight Operations who will ensure that a notice of suspension or cancellation is issued.

NOTE: The procedures outlined in paras a, b, and c are also applicable to unsuccessful line Checks.

Chapter 7

PPCs/IRTs

7.1 Air Carrier

7.2. Pilot Proficiency Check

1. a) The pilot proficiency check shall be conducted in accordance with Schedule I or Schedule II of this section.
- b) All of the manoeuvres required to satisfy renewal of an Instrument Rating shall be part of the pilot proficiency check.
- c) A pilot proficiency check shall be conducted in a manner that enables the pilot to demonstrate the knowledge and the skill respecting:
 - i) the air operator's aeroplane , its systems and components;
 - ii) proper control of airspeed, direction, altitude, attitude and configuration of the aeroplane, in accordance with normal, abnormal and emergency procedures and limitations set out in the aeroplane flight manual, aeroplane operating manual, (if applicable), the air operator's standard operating procedures, the check list, and any other information relating to the operation of the aeroplane type;
 - iii) departure, enroute and arrival instrument procedures and other applicable procedures; and
 - iv) adherence to approved procedures.
- d) Initial and recurrent Pilot Proficiency Checks shall be conducted on a combination of a Flight Training Device certified to Level 4 or higher and a Full Flight Simulator or a combination of a Flight Training Device certified to Level 6 or higher and the aeroplane.
- e) For turbo-jet aeroplanes of 50 or more seats initial and recurrent Pilot Proficiency Checks shall be conducted on a Full Flight Simulator or a combination of a Full Flight Simulator and a flight training device certified to Level 4 or higher. Location of the synthetic training device will not be considered in applying this standard.
- f) The synthetic training device level of checking shall be part of the

training program approval for each aeroplane type. Checking procedures not approved for the synthetic training device shall be completed in the aeroplane. The configuration of the flight training device shall closely resemble that of the aeroplane used by the air operator.

- g) A proficiency check of a pilot-in-command shall be completed in the seat normally occupied by the pilot-in-command and a check of a second-in-command shall be completed in the seat normally occupied by the second-in-command. The pilot proficiency check shall consist of a demonstration of both pilot flying (PF) duties and pilot not flying (PNF) duties.
- h) The PPC shall not be conducted as an isolated group of emergency procedures and drills. It shall be constructed with minimum disruption in a logical continuous flow reflecting a normal flight profile. Normally the pilot proficiency check is a pre-programmed activity; however, the person conducting the check may require any manoeuvre or procedure from the appropriate Schedule, necessary to determine the proficiency of the crew and to confirm that the crew can operate the aeroplane safely.
- i) Where a pilot successfully completes the pilot proficiency check, the pilot is considered as having successfully completed the flight check requirements for the renewal of the applicable instrument rating.
- j) Use of Other Than an Air Operator Employee Pilots for Training and Checking.

Authority may be given for other than an air operator employee pilot to occupy a flight crew seat when training, conducting line indoctrination training, and while the first air operator flight crews are completing consolidation and crew pairing minimum flight time requirements on a new aeroplane type.

Schedule I (Synthetic Flight Training Device)

7.3 Pilot Proficiency Check (Synthetic Flight Training Device) (see appendix G for the table of exercises)

Each crew or pilot, as appropriate, shall perform the following sequences.

1. Flight Planning and Equipment Examination

Flight planning and equipment examinations are not mandatory when there are, in the training records, written examinations from initial or annual training for which

the validity period has not expired.

- a) Flight planning shall include a practical examination on the crew's knowledge of air operator's approved Standard Operating Procedures and the Aeroplane Flight/Operating Manual including aeroplane and runway performance charts, and weight and balance procedures.
- b) The equipment examination shall consist of a display of practical knowledge of the airframe, engine, major components and systems including the normal, abnormal and emergency operating procedures and limitations relating thereto.

2. Flight Phase

a) Taxiing

- i) the use of the taxiing check list;
- ii) taxiing in compliance with clearances and instructions issued by the person conducting the pilot proficiency check; and
- iii) where a second-in-command is undergoing the pilot proficiency check, outlined above to the extent practicable from the second-in-command position.

b) Engine Checks

Engine checks shall be conducted as appropriate to the aeroplane type.

c) Take-Off

- i) one normal take-off to be performed in accordance with the Airplane Flight Manual;
- ii) an instrument take-off in the minimum visibility approved for the air operator;
- iii) a take-off in a minimum of a 10 kt crosswind component;

Note: Any or all of the above takeoffs may be combined.

- iv) a take-off with failure of the critical engine. This activity may be conducted in lieu of an engine failure during a rejected landing; and
- v) a rejected take-off from a speed not less than 90% of the calculated VI or as appropriate to the aeroplane type.

d) Instrument Procedures:

Instrument procedures shall consist of IFR pre-flight preparations, terminal and enroute procedures, arrival and departure procedures, system malfunctions and where applicable, the proper programming and use of Flight Management Systems, (as applicable).

- i) An area departure and an area arrival procedures shall be performed where the crew:
 - (1) adheres to air traffic control clearances and instructions; and
 - (2) properly uses the available navigation equipment and facilities;
- ii) a holding procedure;
- iii) at least two instrument approaches performed in accordance with procedures and limitations in the Aeronautical Information Publication or in the equivalent foreign publication, or approved company approach procedure for the facility used. One of the approaches shall be a precision approach, and one a non precision approach;
- iv) one approach and manoeuvre to land using a scene approved for circling where the air operator is authorized for approaches at the published circling minima, and is required during initial qualification check and annually thereafter.

e) Manoeuvres

- i) At least one steep turn in each direction with a bank angle of 45° and a change in heading of at least 180° but not more than 360°.

- ii) Approaches to stalls

For the purpose of this manoeuvre the required approach to a stall is reached when there is a perceptible buffet or other response to the initial stall entry.

The following approaches to the stall are required during initial and upgrade PPC's:

- (1) one in the take-off configuration, except where a zero-flap take-off configuration is normally used in that model and type of aeroplane;

(2) one in a clean configuration; and

(3) one in a landing configuration;

One of the approaches to stall shall be performed while in a turn with a bank angle of between 15° and 30°.

iii) Steep turns and approach to stalls are not required if:

(1) the PPC is conducted via either a LOFT scenario, a scripted PPC or on a fly-by-wire aeroplane, and

(2) (a) for an initial PPC on aeroplane type, steep turns and approach to stalls have been satisfactorily demonstrated during initial training;

(b) for a semi-annual or an annual PPC if,

(i) steep turns and approach to stalls are required in the applicable annual training syllabus and they have been satisfactorily demonstrated during this training; or

(ii) steep turns and approach to stalls are not required in the applicable annual training syllabus.

f) Landings and Approaches to Landings:

i) one normal landing;

ii) one landing from an approach in Instrument Meteorological Conditions (IMC) not greater than the minimum recommended for the approach;

iii) one crosswind landing with a minimum of a 10 kt crosswind component;

iv) one landing and maneuver to that landing with, depending on aeroplane type, engine failure(s) follows:

(A) for a two engine aeroplane; failure of one engine,

(B) for a three engine aeroplane; failure of the center engine combined with the failure of one outboard engine for the pilot-in-command and, failure of one outboard engine only for other than the pilot-in-command,

- (C) for a four engine aeroplane; failure of two engines on the same side for the pilot-in-command and, failure of one outboard engine only for other than the pilot-in-command,

For three and four engine aeroplane, the pilot-in-command is required to perform a two engine inoperative procedure during the initial qualification check and annually thereafter.

- v) one rejected landing or a missed approach. For the purposes of the rejected landing the landing shall be rejected at a height of approximately 50 feet when the aeroplane is approximately over the runway threshold.
- vi) where CAT II approaches are authorized in the air operator certificate, the following is required:

- (I) for a pilot-in-command initial qualification:

- one CAT II ILS approach during which a practical emergency is introduced; aimed at assessing crew co-ordination in decision making and the resultant missed approach; and
- a second CAT II ILS approach to a landing in CAT II weather minima:

- (II) for pilot-in-command requalification on CAT II approaches:

- at least one CAT II ILS approach to a landing annually.

- (vii) where CAT II and CAT III approaches are authorized in the air operator certificate, the following is required:

- (I) for a pilot-in-command initial qualification:

- one CAT II ILS approach during which a practical emergency is introduced; aimed at assessing crew co-ordination in decision making and the resultant missed approach; and
- a CAT III ILS approach conducted to a landing in CAT III weather minima;

- (II) for pilot-in-command requalification on CAT II and CAT III

approaches:

- successive 6 month PPC's in an approved simulator will alternate CAT II and CAT III renewal checks.

viii) one landing without the use of an auto-land system.

Note: Any of the landings and approaches to landings specified in this section may be combined. A minimum of two landings are required.

g) Normal Procedures:

The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures, and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment, (auto-pilot and hand flown manoeuvres as appropriate).

h) Abnormal and Emergency Procedures:

- i) the crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures and abnormal and emergency procedures for as many of the situations as are necessary to confirm that the crew has an adequate knowledge and ability to perform these procedures;
 - ii) systems malfunctions shall consist of a selection adequate to determine that the crew has satisfactory knowledge and ability to safely handle malfunctions;
 - iii) At least two simulated engine failures, excluding failures on the runway followed by a rejected take-off, at any time during the check.
- i) Where the PPC is conducted following initial training the following flight checking is required within 30 days after the PPC in a synthetic flight training device, and may be run concurrent with the flight training requirements on the aeroplane type in the applicable training program:
- i) interior and exterior aeroplane pre-flight checks;
 - ii) ground handling for pilots-in-command;
 - iii) normal take-off, visual circuit (where possible) and landing;
 - iv) a simulated engine failure procedure after take-off (at safe altitude and airspeed);
 - v) a simulated engine inoperative landing; and

- vi) a normal missed approach.

Schedule II (Aeroplane)

7.4 Pilot Proficiency Check (Aeroplane) (see appendix G for table of exercises)

Where there is no synthetic training device for the aeroplane type, each crew or pilot as appropriate shall perform the following sequences in the aeroplane.

7.4.1 Pre-Flight Phase

1. Flight Planning and Equipment Examination

- a) Flight planning and equipment examinations are not mandatory when there are, in the training records, written examinations from initial or annual training for which the validity period has not expired.
 - i) flight planning shall include a practical examination on the pilot's knowledge of standard operating procedures and the Aeroplane Flight Manual including performance charts, loading, weight and balance and Flight Manual Supplements;
 - ii) the equipment examination shall show a practical knowledge of the airframe, engine, major components and systems including the normal, abnormal, and emergency operating procedures and limitations relating thereto.
- b) Aeroplane Inspection
 - i) A pre-flight aeroplane inspection that includes:
 - (1) a visual inspection of the exterior and interior of the aeroplane, locating each item to be inspected and explaining the purpose of the inspection;
 - (2) the proper use of the pre-start, start and pre-taxi check lists; and
 - (3) checks of the appropriate radio communications, navigation and electronic equipment and selection of the appropriate communications and navigation frequencies prior to flight.

2. Flight Phase

- a) Taxiing

- i) taxiing procedures;
- ii) a taxiing check including:
 - (1) the use of the taxiing check list;
 - (2) taxiing in compliance with clearances and instructions issued by the appropriate air traffic control unit or by the person conducting the pilot proficiency check;
 - (3) where a second-in-command is undergoing the pilot proficiency check, the taxiing check outlined above to the extent practicable from the second-in-command position.

b) Engine Checks

Engine checks shall be conducted as appropriate to the aeroplane type.

c) Take-Off

- i) One normal take-off to be performed in accordance with the Airplane Flight Manual or where the aeroplane is a turbo-jet, a noise abatement take-off performed in accordance with the Airplane Flight Manual (where applicable) and the AIP.
- ii) An instrument take-off performed in the same manner as the normal take-off except that instrument flight rules are simulated at or before reaching an altitude of 200 feet above the airport elevation.
- iii) Where practicable under existing meteorological, airport or airport traffic conditions, one crosswind take-off performed in accordance with the aeroplane operating manual where applicable.

Note: Any or all of the above takeoffs may be combined.

- iv) a simulated engine failure after take-off (at a safe altitude and airspeed) appropriate to the aeroplane type under the prevailing conditions.
- v) A rejected take-off explained by the candidate prior to the flight.

d) Instrument Procedures

Instrument procedures shall consist of IFR pre-flight preparation, departure and enroute procedures, terminal procedures and system malfunction:

- i) an area departure and an area arrival procedure shall be performed where the pilot:
 - (1) adheres to actual or simulated air traffic control clearances and instructions; and
 - (2) properly uses the available navigation facilities;
 - ii) a holding procedure;
 - iii) at least two instrument approaches performed in accordance with procedures and limitations in the AIP or the equivalent foreign publication, or approved company approach procedure for the approach facility used. Where practicable one of the approaches shall be a precision approach and one a non precision approach;
 - iv) a circling approach, where the air operator is authorized for circling minima below ceiling 1000 feet and 3 miles ground visibility, except where local conditions beyond the control of the pilot prevent a circling approach from being performed.
- e) In Flight Manoeuvres
- i) at least one steep turn in each direction with a bank angle of 45° and a change in heading of at least 180° but not more than 360°;
 - (ii) recoveries from impending or full stalls.

For the purpose of this manoeuvre the required recovery from a stall is initiated when there is a perceptible buffet or other response to the initial stall entry. When performed in an aeroplane the approach to stalls shall be conducted at an altitude of at least 5000 feet AGL, and if conducted above cloud at an altitude of at least 2000 feet above the cloud tops.

The following recoveries from impending or full stalls are required during initial and upgrade PPC's:

- (1) one in the take-off configuration, except where a zero-flap take-off configuration is normally used in that model and type of aeroplane;
- (2) one in a clean configuration; and
- (3) one in a landing configuration;

One of the recoveries from impending or full stall may be performed while in a turn with a bank angle of between 15° and 30°.

- f) Landings and Approaches to Landings;
 - i) one normal landing which shall, where practicable, be conducted without external or internal glideslope information;
 - ii) one landing from an instrument approach, and where prevailing conditions prevent an actual landing, an approach to a point where a landing could have been made;
 - iii) one cross wind landing where practicable under existing meteorological, airport and airport traffic conditions;
 - iv) one landing and manoeuvring to that landing with a simulated failure of 50 percent of the available engines which shall be on one side of the aeroplane for the pilot-in-command and on outboard engine only for other than the pilot-in-command. Where the aeroplane type is a three engine aeroplane, the loss of power shall be an outboard engine and the centre engine for the pilot-in-command and on outboard engine for other than the pilot-in-command. For three- and four-engined aeroplanes the pilot-in-command is required to perform a two-engine inoperative procedure during initial qualification check and annually thereafter;
 - v) one landing under simulated circling approach conditions except that where prevailing conditions prevent a landing, an approach to a point where a landing could have been made;

Note: Any of the landings and approaches to landings specified in this section may be combined. A minimum of two landings are required.

- g) Normal Procedures

The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures, and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment, (auto-pilot and hand flown manoeuvres as appropriate).

- h) Abnormal and Emergency Procedures:
 - i) the crew shall demonstrate use of as many of the air operator's

approved Standard Operating Procedures and abnormal and emergency procedures for as many of the emergency situations as is necessary to confirm that the crew has an adequate knowledge and ability to perform these procedures;

- ii) system malfunctions shall consist of a selection adequate to determine that the crew has satisfactory knowledge and ability to safely handle malfunctions;
- iii) at least two simulated engine failures any time during the check.

Nomination for Operator Designated Check Pilot

Air Operator Information	(Please Print or Type)
--------------------------	------------------------

I, _____; of, _____ hereby nominate
(Name of Company Executive) (Name of Air Operator)

(Name and Licence Number)

Authority requested as a DCP to:

(Check Yes for each authority requested)

- | | | | |
|----------|--|--------------------------|-----|
| Conduct: | (a) PPCs Renewals (type A) | <input type="checkbox"/> | Yes |
| | (b) Instrument Rating Renewal (type A) | <input type="checkbox"/> | Yes |
| | (c) Line Checks (type B) | <input type="checkbox"/> | Yes |
| | (d) Line Indoctrination (type B) | <input type="checkbox"/> | Yes |

on the following aircraft type

Experience

The nominee is personally suitable and meets all the criteria listed below.

Qualifications:

has a thorough knowledge of the company operations manual and applicable aircraft flight and operating manuals;

has completed the company's ground and flight training programme on type for the requested authority;

has been employed by the Air Operator as a Pilot for at least six months and has accumulated not less than 500/100 hours Pilot-in-Command on type for which the authority is requested;

is fully competent as Pilot-in-Command of the aeroplane type for which approval has been requested and has demonstrated this competency from both the left and right seats;

has completed a Designated Check Pilot Course;

meets the following licence and hour requirements:

Appendix A (continued)

Hours (PIC)	1,000 hrs large a/c multi engine aeroplanes or equivalent military or Civil Operations experience
Licence	ATPL
Experience	6 months on type as PIC + 500 hours as PIC (for Type A) 100 hours as PIC (for Type B)

_____ Completion Date (YY/MM/DD)

_____ Course Location

Signature Block

I certify that:

- _____ has acted as Pilot-in-Command of the following aircraft types and meets the all of the previous requirements.

Types				
Hours				

- The nominee's background, character and motivation are suitable to hold this position.
 The nominee meets the qualification requirements outlined in the *DCP Manual*.

_____ Flight Operations Manager's Signature

_____ (Date: YY/MM/DD)

I certify that the foregoing information is true and accurate.

_____ Nominee's Signature

_____ (Date: YY/MM/DD)

Note: When the Flight Operations Manager is the nominee, a company executive shall complete and sign the form.

This nomination shall be accompanied by a resume (**Please type or print**) of the nominee's aviation background, qualifications and other experience which would support approval as a DCP.

Appendix A (continued)

Inspector Verification and Recommendation
_____ (nominee's name)

has been briefed on flight check procedures;

has completed at least one monitored PPC and/or Instrument Rating Flight Check (as applicable); and

qualifications have been verified and meet the requirements as per the DCP *Manual*.

Recommendation:

Recommended: Yes No

Inspector's Signature

(Date: YY/MM/DD)

Chief, Flight Operations

(Date: YY/MM/DD)

Check Applicable Box(es)

Initial Application

Replacement

Amendment

Revoke Authority

Approved / Not Approved

**Director General of Civil Aviation
Civil Aviation Department
Ministry of Transport and Civil Aviation
Republic of Maldives.**



DCP Approval

Capt. Steve Tanton (ATPL 280) is hereby approved as an Operator **Designated Check Pilot (DCP)**, is authorised in accordance with Civil Aviation Regulations to conduct flight checks, as indicated below, on behalf of CAD, subject to all of the conditions of issuance.

Recurrent PPCs	<input type="checkbox"/>	Recurrent IRTs	<input type="checkbox"/>
Line checks	<input type="checkbox"/>	1200 RVR take-off checks	<input type="checkbox"/>
600 RVR take-off checks	<input type="checkbox"/>	Category II Approach checks	<input type="checkbox"/>
Category III Approach checks	<input type="checkbox"/>		

(check as appropriate)

CONDITIONS OF ISSUANCE

1. Approved as Type A DCP.
(A or B)
2. Meet qualifications and maintain currency requirements in accordance with the DCP manual.
3. Approval valid for Maldivian Air Taxi Pte Ltd and DHC-6
4. Flight checks shall be conducted pursuant to CARs and the DCP manual.

Failure to meet any conditions of issuance is grounds for suspension pursuant to CARs

This authority supersedes and revokes all previously issued like authorities.

This authority shall remain valid until the earliest of:

- a) the date on which any condition of issuance is breached;**
- b) the date on which this authority is revoked in writing, by the Director General pursuant to CARs.**

Dated at Male', Republic of Maldives, this 4th day of June , 2001 .

Director General of Civil Aviation
Ministry of Transport and Civil Aviation
Republic of Maldives

Pilot's Line Check Report

1. Name/Rank	2. Aircraft Type	3. Date (YY/MM/DD)
4. IFR Valid to	5. Medical Valid to	6. Licence Number

Required Standards

Note: Clarify SB or U assessment with remarks.

S	Satisfactory	SB	Satisfactory with Briefing	U	Unsatisfactory (Fail)
----------	--------------	-----------	----------------------------	----------	-----------------------

		S	SB	U			S	SB	U
1.	Reporting for Duty				27.	Verbal Check Navigation Aids			
2.	Manuals				28.	Approach Briefing			
3.	Wx Briefing NOTAMS and Bulletins				29.	Cabin Security Co-ordination with C/As			
4.	Flight Planning - Operational ATC				30.	Descent			
5.	Weight and Balance				31.	Use of Speed Brakes			
6.	Aircraft Inspection (Exterior, Interior)				32.	Cross Checking Altitudes			
7.	Load Security				33.	Approach VFR			
8.	Emergency Equipment				34.	Speed Control			
9.	Before Start				35.	Transition to Facility			
10.	Review of Emergency Drills				36.	Approach Instrument			
11.	Engine Start				37.	Landing			
12.	After Start				38.	After Landing			
13.	Taxi (Speed, Steering, Brakes)				39.	Approaching Ramp			
14.	ATC Clearances				40.	Shut Down			
15.	Use of Checklist and Responses				41.	General			
16.	Take Off (After Take-Off Checks)				42.	Smoothness of Control			
17.	Noise Abatement Procedure (if applic.)				43.	Route Knowledge			
18.	Initial Climb				44.	Crew Co-ordination			
19.	Climb				45.	PR use of PA			
20.	Cross Checking Altitudes				46.	Use of IRS/INS/GPS/LORAN/FMS			
21.	Level Off and Altitude Selection				47.	Use of Weather Radar			
22.	Cruise				48.	EROPS / ETOPS			
23.	Radio Contacts and Position Reports				49.	Minimum Equipment Lists (MELs)			
24.	Fuel Checks								
25.	Use of Anti-Icing Equipment								
26.	Use of Auto Flight System								

General Assessment Passed Failed Next Line Check Due: _____

Comments:

Signatures: _____
Designated Check Pilot
Chief Pilot

Name : _____

Licence No.: _____

File Nos. - Dossier N^{os}**CHECK PILOT MONITORING REPORT**

- Pilot Proficiency Check
- Instrument Rating Renewal
- Line Indoctrination Monitor

Flight Date -

Flight Time -

Aircraft Type -

Registration -

Medical Valid Until -

Operator Check Pilot (DCP) -

Licence

Company -

Base

Candidate -

Licence

Inspector -

Licence

Candidate -

Licence

MARKING GUIDE

S Satisfactory

SB Satisfactory With Briefing

U Unsatisfactory

N/O Not Observed

Comments required for each "SB" and "U" assessment -

PRE-FLIGHT BRIEFING	a. Content Adequacy		
	b. Clarity		
	c. Rapport with Candidate		
SCOPE OF FLIGHT CHECK	a. Use of Questions		
	b. Required Items Covered		
	c. Relative to Briefing		
CONDUCT OF FLIGHT CHECK	a. Standard Procedures		
	b. Relative to Briefing		
	c. Rapport with Candidate		
POST FLIGHT BRIEFING	a. Content Adequacy		
	b. Relative to Flight Check		
	c. Coverage - Errors/Weaknesses		
FLIGHT CHECK REPORT	a. Coverage - Errors/Weaknesses		
	b. Content - General		
	c. Assessment - Validity		

GENERAL COMMENTS -

GENERAL ASSESSMENT -

S

SB

U

Inspector's Signature -

Air Operator Pilot/FE Proficiency Check Report

Company	Date	Base		Type Aircraft	Type Simulator
Airman's Name	Check Airman's Name	Simulator Time	Aircraft Time	Inspector	

S = Satisfactory; U = Unsatisfactory; P = Potential; I = Information; E = Exceeds; N = Not Observed
 AC (column) = maneuver graded in aircraft; SIM (Column) = Maneuver graded in simulator

A. PILOT COMPETENCY		AC	SIM	LANDINGS	AC	SIM	
	License			Normal			Fuel System Management
	Currency of Manuals			From ILS Approach			Air Conditioning and Pressurization Control
	Equipment Examination			Crosswind			Electrical System Operation
AC	SIM	PREFLIGHT					Engine Fire Control
	Preflight Inspection			With Simulated Powerplant Failure			Emergency Gear and Flap Extension
	Taxiing			Rejected			Cargo Compartment Fire
	Powerplant Checks			From Circling Approach			Smoke Evacuation
AC	SIM	TAKEOFFS					Rapid Pressurization Loss
	Normal			Emergency Procedures			Fuel Dumping
	Instrument			Judgement			In-flight Engine Shutdown and Restart
	Crosswind			Crew Coordination			De-icing and anti-icing
	With Simulated Powerplant Failure						Use of Emergency
	Rejected						Other Emergency Procedures
AC	SIM	INSTRUMENT PROCEDURES					Crew Coordination
	Area Departure						
	Holding						
	Area Arrival						
	ILS Approach						
	Other Instrument Approaches						
AC	SIM	IN-FLIGHT MANEUVERS					
	Steep Turns						
	Approaches to Stalls						
	Specific Flight Characteristics						
	Powerplant failure						
		AC	SIM	B. FLIGHT ENGINEER COMPETENCY			
				License			
				Currency of Manuals			
				Equipment Examination			
AC	SIM						
				Preflight Check			
				Computation of Fuel Load and Fuel Loading Procedure			
				Completion of Company Forms			
				Engine Start			
				Procedures during Taxi			
				Powerplant Checks			
				Cruise Control			
				Powerplant Operation			
				C. OTHER			
							Content of Check
							Check Airman Competency
							Manuals, Procedures, and Checklists
							Flight Simulator and Training Equipment

(See Back For Comments)

REMARKS:

OVERALL RESULT: Satisfactory
 Unsatisfactory

INSPECTOR'S SIGNATURE

The following table is only a summary of the items in the applicable standard for PPCs. The standard should be consulted for details.

Exercise	Synthetic Training Device PPC	Aeroplane PPC
Flt plan	▪	▪
A/C inspection		▪
Taxi		▪
Eng checks		▪
Take off normal min vis 10 kt xwind eng fail	<ul style="list-style-type: none"> ▪ can be combined ▪ ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ can be combined ▪ IMC simulated at 200' AGL ▪ if able ▪ simulated only - at V2 and safe alt
RTO	▪ at not less than 90% of V1	▪ briefing only
Steep Turns	▪ not reqd on fly by wire a/c	▪ not reqd on fly by wire a/c
Stalls	▪ 1 or more - with 1 in land config - not reqd on fly by wire a/c	▪ 1 or more - with 1 in land config - not reqd on fly by wire a/c
Holding	▪	▪
Arrival	▪	▪
IFR approach	▪ 2 - 1 precision - 1 non precision	▪ 2 - 1 precision - 1 non precision
Circle Approaches	▪ if applicable	▪ if applicable
Normal Procedures	▪ should demonstrate satisfactory knowledge of normal system use	▪ should demonstrate satisfactory knowledge of normal system use
Landings normal from inst app w/o glide slope xwind eng fail go around CAT II or III	<ul style="list-style-type: none"> ▪ one of each and they can be combined ▪ should be at min for aapp ▪ where applicable ▪ ▪ loss of 50% of engines ▪ at 50' ▪ if authorized to do so 	<ul style="list-style-type: none"> ▪ 2 min and they can be combined ▪ ▪ if able ▪ where possible ▪ where practicable ▪ simulated - lose 50 % of engines
Emergency	▪ as reqd to determine competency - min 2 eng failures	▪ as reqd to determine competency - min 2 eng failures
Airborne a/c checks gnd handling normal t/o vis cct & ldg sim eng fail on t/o sim eng fail on g/a no vis aids app partial flap landing	<p>must include all aspects of a/c PPC that was not completed in the sim</p> <ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ ▪ ▪ 	